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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN--ETC (U)
AUG 74 N00014-69-C-0246

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APPENDIX 22.

OTOLARYNGOLOGY TECHNICIAN

APPLICATION OF A SYSTEM APPROACH
U.S. NAVY MEDICAL DEPARTMENT
EDUCATION AND TRAINING PROGRAMS
FINAL REPORT

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Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

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Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories ". . . expressed in behavioristic terms . . ." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed needs. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility test and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have ". . . precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated) response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be reapplied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority of all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in the Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system up-dating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET

**OTOLARYNGOLOGY
(HOSPITAL CORPS)**

CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- Part I Career Background Information
 (answers to be recorded in this
 TASK BOOKLET)

- Part II A List of Tasks (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

- B List of Instruments and
 Equipment (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet

Please fill out completely

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

DO NOT FILL IN

N _____
Form Serial No.

(1)

(7)

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER
ANSWERS
HERE

Q1. Select the number to indicate the Corps to which you belong:

1. Dental Technician
2. Hospital Corps

Q1.____ (23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2.____ (24)

Q3. Indicate your pay grade:

- | | |
|-------|-------|
| 1. E1 | 6. E6 |
| 2. E2 | 7. E7 |
| 3. E3 | 8. E8 |
| 4. E4 | 9. E9 |
| 5. E5 | |

Q3.____ (25)

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q4.____ (26)

	ENTER ANSWERS HERE
Q5. Select the number to indicate your present immediate supervisor:	Q5.____ (27)
1. Physician	
2. Dentist	
3. Nurse	
4. MSC Officer	
5. HM or DT	
6. Other (Specify) _____	
Q6. Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)	Q6.____ (28)
1. 35 to 40 hours	
2. 41 to 50 hours	
3. More than 50 hours	
Q7. Please give an estimate of the percent of time you spend on the following (write five percent as <u>05</u>):	Q7.
1. Inpatient care	1._____% (29)
2. Outpatient care	2._____% (31)
3. Teaching	3._____% (33)
4. Administration	4._____% (35)
5. Other (specify) _____	5._____% (37)
Q8. Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute <u>most</u> to your job satisfaction:	Q8.____ (39)
	____ (41)
	____ (43)
01 Salary and/or promotion opportunities	
02 Retirement benefits	
03 Housing	
04 Educational advancement opportunities	
05 Stability of tour of duty	
06 Physical facilities and equipment	
07 Administrative and clerical support	
08 Work load	
09 Personal career planning	
10 Opportunity to attend professional meetings	

- | | ENTER
ANSWERS
HERE | |
|--|--------------------------|------|
| Q9. Using the list on page <u>vii</u> specify your current NEC by writing the <u>last two digits</u> of the CODE. | Q9. _ _ | (45) |
| Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year) | Q10. _ _ | (47) |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. Less than 1 year
 2. 1 to 2 years
 3. 3 to 5 years </div> <div style="width: 45%;"> 4. 6 to 10 years
 5. 11 to 15 years
 6. More than 15 years </div> </div> | | |
| Q11. If you have other NEC(s) in addition to the one specified in Q9, check page <u>vii</u> and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for <u>Q11</u> and <u>Q12</u> . | Q11a. _ _ | (48) |
| | b. _ _ | (50) |
| Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year). | Q12a. _ _ | (52) |
| | b. _ _ | (53) |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. Less than 1 year
 2. 1 to 2 years
 3. 3 to 5 years </div> <div style="width: 45%;"> 4. 6 to 10 years
 5. 11 to 15 years
 6. More than 15 years </div> </div> | | |
| Q13. From the list below, write the <u>two-digit</u> CODE to indicate the specialty of the department in which you are <u>currently</u> functioning. | Q13. _ _ | (54) |

CODE

- | | |
|--------------------------|--------------------|
| 01 Administration | 18 Urology |
| 02 Education | 19 Intensive Care |
| 03 Anesthesiology | 20 Operating Room |
| 04 Coronary Care | 21 Emergency Room |
| 05 Dermatology | 00 Other (specify) |
| 06 Medicine - OPD | |
| 07 Medicine - Wards | |
| 08 Obstetrics/Gynecology | |
| 09 Ophthalmology | |
| 10 Orthopedics | |
| 11 Otolaryngology | |
| 12 Medical Laboratory | |
| 13 Pediatrics | |
| 14 Psychiatry | |
| 15 Public Health | |
| 16 Radiology | |
| 17 General Surgery-Wards | |

ENTER
ANSWER
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

Q14.____ (56)

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other _____

Q15. Indicate the number of people you normally supervise:

Q15.____ (57)

- | | |
|---------|------------|
| 0. None | 3. 6-10 |
| 1. 1-2 | 4. 11-20 |
| 2. 3-5 | 5. over 20 |

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman
3371 Health Physics & Process Control Technician
3391 Nuclear Power Plant Operator
8402 Nuclear Submarine Medicine Technician
8403 Submarine Medicine Technician
8404 Medical Field Service Technician
8405 Advanced Hospital Corps Technician (Class B)
8406 Aviation Medicine Technician
8407 Nuclear Medicine Technician
8408 Cardiopulmonary Technician
8409 Aviation Physiology Technician
8412 Clinical Laboratory Assistant Technician
8413 Tissue Culture Technician
8414 Clinical Chemistry Technician
8415 Medical Technology Technician
8416 Radioactive Isotope Technician
8417 Clinical Laboratory Technician
8432 Preventive Medicine Technician
8433 Tissue Culture and Tissue Bank Technician
8442 Medical Administrative Technician
8452 X-ray Technician
8453 Electrocardiograph/Basal Metabolism Technician
8454 Electroencephalograph Technician
8462 Optician (General) Technician
8463 Optician Technician
8466 Physical and Occupational Technician
8472 Medical Photography Technician
8482 Pharmacy Technician
8483 Operating Room Technician
8484 Eye, Ear, Nose, & Throat Technician
8485 Neuropsychiatry Technician
8486 Urological Technician
8487 Occupational Therapy Technician
8488 Orthopedic Appliance Mechanic
8489 Orthopedic Cast Room Technician
8492 Special Operations Technician
8493 Medical Deep Sea Diving Technician
8494 Physical Therapy Technician
8495 Dermatology Technician
8496 Embalming Technician
8497 Medical Illustration Technician
8498 Medical Equipment Repair Technician
8703 DT General, Advanced
8707 DT Field Service
8713 DT Clinical Laboratory
8714 DT Research Assistant
8722 DT Administrative
8732 DT Repair
8752 DT Prosthetic, Basic
8753 DT Prosthetic, Advanced
8765 DT Maxillofacial Prosthetic

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	RESPONSE BOOKLET			
	Serial No. 0233			

The name is

1 NAME

Mary Smith

Ignore these notes

TASK ANSWERING BACKGROUND

INSTRUCTIONS	
1.	Use No. 2 pencil ONLY.
2.	Indicate responses with solid black mark in space provided.
3.	Erase COMPLETELY all changes.
4.	Do not detach forms from packet.
5.	Answer questions 2 through 5 below.
6.	See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972
June = 06
1972 = 72

2 TODAY'S DATE	MONTH	0 1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9

SOCIAL SECURITY NUMBER	3	0 1 2 3 4 5 6 7 8 9
	0	0 1 2 3 4 5 6 7 8 9
	4	0 1 2 3 4 5 6 7 8 9
	2	0 1 2 3 4 5 6 7 8 9
	6	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9
	1	0 1 2 3 4 5 6 7 8 9

SEE COVER OF YOUR TASK BOOKLET Form N20, Ser. No. 0233

4 TASK BOOKLET	FORM	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9

5 DATE BIRTH	MONTH	0 1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9

My birthday is May 10, 1940
May = 05 1940 = 40

TASK STATEMENT QUESTIONS	6	0 1 2 3 4 5 6 7 8 9	13 0 1
	7	0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
		0 1 2 3 4 5 6 7 8 9	17 0 1
	8	0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
		0 1 2 3 4 5 6 7 8 9	21 0 1
	9	0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
0 1 2 3 4 5 6 7 8 9		25 0 1	
10	0 1 2 3 4 5 6 7 8 9	26 0 1	
	0 1 2 3 4 5 6 7 8 9	27 0 1	
	0 1 2 3 4 5 6 7 8 9	28 0 1	
	0 1 2 3 4 5 6 7 8 9	29 0 1	
11	0 1 2 3 4 5 6 7 8 9	30 0 1	
	0 1 2 3 4 5 6 7 8 9	31 0 1	
	0 1 2 3 4 5 6 7 8 9	32 0 1	
	0 1 2 3 4 5 6 7 8 9	33 0 1	
12	0 1 2 3 4 5 6 7 8 9	34 0 1	
	0 1 2 3 4 5 6 7 8 9	35 0 1	

Ignore these notes

PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?
(If you were on leave, consider your immediate past working month.)

- 0 = Did not do
- 1 = Did less than 5 times
- 2 = Did 5 to 20 times
- 3 = Did 21 to 50 times
- 4 = Did 51 to 100 times
- 5 = Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

- 0 = Did not use
- 1 = Used less than 5 times
- 2 = Used 5-20 times
- 3 = Used 21-50 times
- 4 = Used 51-100 times
- 5 = Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE		
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	0=NO	
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES	1=YES	
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

Part II A
LIST OF TASKS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01 OF RESPONSE BOOKLET
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- | | |
|----|--|
| 1 | RECEIVE PATIENTS ON ARRIVAL, I.E. INTRODUCE SELF, OBTAIN PATIENT'S NAME |
| 2 | EXPLAIN SCHEDULES TO PATIENTS/FAMILIES, I.E., TIME TO AND FROM O.R., APPOINTMENTS |
| 3 | INSTRUCT OR HELP PATIENT/FAMILY FILL OUT FORMS |
| 4 | VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT, MEDICATIONS, EXAMINATION |
| 5 | REMOVE/SECURE/RETURN PATIENTS PERSONAL EFFECTS |
| 6 | OBTAIN PRELIMINARY MEDICAL HISTORY, I.E. PAST/PRESENT COMPLAINTS, ALLERGIES, MEDICATIONS |
| 7 | OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY |
| 8 | ASSIST PATIENTS IN/OUT OF BED, EXAM OR O.R. TABLES |
| 9 | ASSIST PATIENT WITH BEDPANS/URINALS/COMMUNE CHAIRS |
| 10 | ASSIST PATIENT TO STAND/WALK/DANGLE |
| 11 | ASSIST PATIENT IN PUTTING ON CLOTHES |
| 12 | LOAD/UNLOAD PATIENTS FROM STRETCHERS (GURNEY) |
| 13 | LOAD/UNLOAD PATIENT FROM AMBULANCE |
| 14 | POSITION/HOLD PATIENT FOR EXAMINATION, TREATMENT, SURGERY |
| 15 | MOVE/POSITION COMATOSE/ANESTHETIZED PATIENT |
| 16 | STIMULATE/AROUSE PATIENT AFTER ANESTHESIA |
| 17 | POSITION PATIENT WHO HAS SYMPTOMS OF SHOCK |
| 18 | POSITION PATIENT WHO HAS DIFFICULTY BREATHING |
| 19 | MOVE/POSITION PATIENT WITH SUSPECTED FRACTURES OF EXTREMITIES |
| 20 | MOVE/POSITION PATIENT WITH SUSPECTED SPINAL FRACTURES OR CORD INJURIES |
| 21 | MOVE/POSITION PATIENT WITH HEAD INJURIES |
| 22 | MOVE/POSITION PATIENT WITH SUSPECTED INTERNAL INJURIES |
| 23 | DRAPE/GOWN PATIENT FOR EXAMINATION/TREATMENT |
| 24 | DRAPE/UNDRAPE PATIENT FOR SURGERY |
| 25 | CLEAN AND CLOTHE PATIENTS AFTER SURGERY/TREATMENT/EXAMINATION |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01 OF RESPONSE BOOKLET
26	REASSURE/CALM PATIENT BEFORE SURGERY
27	REASSURE/CALM APPREHENSIVE (ANXIOUS) PATIENT
28	REASSURE APPREHENSIVE PARENTS OF PEDIATRIC PATIENT
29	REASSURE/CALM CHILDREN FOR EXAMINATION OR TREATMENT
30	RESTRAIN PATIENTS, E.G. LINEN-LEATHER STRAPS, PJSIE BELT, BLANKET WRAPS
31	RESTRAIN/CONTROL PATIENT VERBALLY
32	RESTRAIN/CONTROL PATIENT PHYSICALLY, E.G. ARM HOLD
33	RESTRAIN/CONTROL CHILDREN FOR EXAMINATION/TREATMENT/TEST
34	TEACH PATIENT/FAMILY SIDE EFFECTS OF MEDICATION, E.G. DROWSINESS, URINE DISCOLORATION
35	INFORM PATIENT/FAMILY OF SYMPTOMS OF INTOLERANCE/OVERDOSE TO MEDICATION, E.G. BLEEDING GUMS, COMA
36	EXPLAIN/ANSWER PATIENT/FAMILY QUESTIONS ABOUT MEDICATIONS, E.G. PURPOSE, DOSE, SCHEDULE
37	ANSWER PATIENT INQUIRIES REGARDING NONPRESCRIPTION DRUGS
38	EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE
39	INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/DURING EXAMINATION/TEST/TREATMENT
40	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING EXAMINATION/TEST/TREATMENT PROCEDURES
41	TEACH PATIENT SELF-ADMINISTRATION OF MEDICATIONS (OTHER THAN INJECTIONS)
42	TEACH PATIENT/FAMILY NURSING CARE PROCEDURES, E.G. DRESSING CHANGE, CAST CARE
43	EXPLAIN/ANSWER QUESTIONS ABOUT DOCTOR'S INSTRUCTIONS TO PATIENT/FAMILY
44	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/TREATMENT
45	INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES, E.G. MEASLES, MUMPS
46	INFORM PATIENT OF PROGRESS OF THERAPY
47	REINFORCE PATIENT'S POSITIVE RESPONSE TO THERAPY
48	INFORM PATIENT/FAMILY WHERE TO OBTAIN MEDICAL SUPPLIES
49	INFORM PATIENT/FAMILY OF MILITARY SERVICES, E.G. NAVY RELIEF, VETERANS BENEFITS
50	LISTEN TO PATIENT/FAMILY DISCUSS THEIR PERSONAL PROBLEMS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02 OF RESPONSE BOOKLET
1	PREPARE PATIENT PSYCHOLOGICALLY FOR LONG TERM TREATMENT
2	INTERVIEW/EVALUATE PATIENT/FAMILY FOR REFERRAL/CONSULT
3	ELICIT INFORMATION TO ASCERTAIN PATIENT'S UNDERSTANDING/ ACCEPTANCE OF ILLNESS/TREATMENT
4	ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT, PROCEDURE, TEST
5	REVIEW WITH PATIENT PRINTED INSTRUCTIONS FOR EXAMINATION/THERAPY PROCEDURES
6	EXPLAIN MINOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
7	EXPLAIN MAJOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
8	EXPLAIN TO PATIENT/FAMILY POST-OP PROCEDURES/CARE FOR RADICAL SURGERY
9	INSTRUCT PARENT IN POST-OP CARE OF CHILD WITH POLYETHELENE TUBE IN EAR
10	EXPLAIN AUDIOGRAM TEST PROCEDURES TO PATIENT
11	EXPLAIN X-RAY PROCEDURES TO PATIENT
12	EXPLAIN LUMBAR PUNCTURE PROCEDURES TO PATIENT
13	MEASURE/WEIGH PATIENT OR PERSONNEL
14	CHECK CENTRAL VENOUS PRESSURE
15	TAKE BLOOD PRESSURE
16	CHECK RADIAL (WRIST) PULSE
17	CHECK FEMORAL PULSE FOR PRESENCE AND QUALITY
18	DETERMINE APICAL PULSE RATE/RHYTHM WITH STETHESCOPE
19	CHECK PATIENTS TEMPERATURE
20	CHECK/COUNT RESPIRATIONS
21	PERFORM CIRCULATION CHECK, E.G. COLOR, PULSE, TEMPERATURE OF SKIN, CAPILLARY RETURN
22	PERFORM NEUROLOGICAL (CRANIE) CHECKS, E.G. PUPILS, VITAL SIGNS, PATIENT RESPONSE
23	CHECK PATIENT FOR PROSTHESIS, E.G. EYE/TEETH/EXTREMITY
24	CHECK PATIENT'S RESPONSE TO PAINFUL STIMULUS AND TEMPERATURE
25	CHECK PATIENT'S RESPONSE TO TOUCH, PRESSURE, TEMPERATURE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02 OF RESPONSE BOOKLET
26	CHECK PATIENT'S SENSORY RESPONSES TO TASTE, SMELL
27	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM INTERNAL BODY ORGANS
28	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM INCISIONS/WOUNDS
29	OBSERVE PATIENT FOR SIGNS OF CHILLING
30	OBSERVE FOR/REPORT OR DESCRIBE SYMPTOMS OF IRRITABILITY, RESTLESSNESS, APPREHENSION
31	OBSERVE/REPORT SYMPTOMS OF SIDE EFFECTS TO TREATMENT/MEDICATION
32	OBSERVE/RECORD PATIENT'S PHYSICAL/EMOTIONAL RESPONSE TO TREATMENT/DIAGNOSTIC PROCEDURES
33	OBSERVE PATIENT FOR/REPORT AND DESCRIBE ABNORMAL RESPIRATIONS
34	EVALUATE PATIENT'S COMPLAINTS OR SYMPTOMS OF PAIN
35	OBSERVE FOR/REPORT SYMPTOMS OF SHOCK
36	SCREEN PATIENT VIA TELEPHONE TO DETERMINE NEED FOR MEDICAL ATTENTION
37	SCREEN PATIENT ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE
38	CHECK PUPIL REACTION TO LIGHT
39	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM EYES/EARS
40	OBSERVE FOR/DESCRIBE HEARING DISTURBANCES, E.G. RINGING, HEARING LOSS
41	EXAMINE EAR FOR EXCESS WAX
42	EXAMINE TYMPANIC MEMBRANE FOR REDNESS, SWELLING
43	EXAMINE TYMPANIC MEMBRANE FOR PERFORATION
44	CHECK FOR EARDRUM PERFORATION BY POLITZERIZATION, I.E. EARDRUM INFLATION
45	PERFORM CALORIC TEST (EAR)
46	RECORD PATIENT'S CALORIC TEST RESPONSE TIME
47	TEST HEARING WITH A TUNING FORK
48	TAKE BONE CONDUCTION AUDIOGRAM
49	TAKE AIR CONDUCTION AUDIOGRAM
50	TAKE PSYCHOGALVANIC SKIN RESPONSE AUDIOGRAM (PGSR)

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03 OF RESPONSE BOOKLET
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| 1 | GIVE SPEECH DISCRIMINATION TEST USING RECORDED SOUND |
| 2 | GIVE SPEECH DISCRIMINATION TEST USING OWN MODULATED VOICE |
| 3 | PLAY RECORDS FOR SPEECH DISCRIMINATION TESTING |
| 4 | PERFORM STENGER TEST FOR HEARING LOSS |
| 5 | PERFORM ALTERNATE BINEURAL LOUDNESS BALANCE (ABLB) TEST |
| 6 | PERFORM BEKESY AUDIOMETRY (BADGE TEST) |
| 7 | PERFORM SENSITIVITY SOUND INCREMENT (SISI) TEST |
| 8 | PERFORM TONE DECAY TEST |
| 9 | OBSERVE FOR EAR SQUEEZE |
| 10 | CHECK PATIENT'S AIRWAY FOR PATENCY/OBSTRUCTION |
| 11 | OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF SPUTUM, MUCUS |
| 12 | EXAMINE MUCOUS MEMBRANES OF NOSE/THROAT FOR INFLAMMATION |
| 13 | MAKE PRELIMINARY DIAGNOSIS OF SINUSITIS |
| 14 | MAKE PRELIMINARY DIAGNOSIS OF EXTERNAL EAR INFECTION |
| 15 | MAKE PRELIMINARY DIAGNOSIS OF OTITIS MEDIA |
| 16 | MAKE PRELIMINARY DIAGNOSIS OF RUPTURED EAR DRUM |
| 17 | MAKE PRELIMINARY DIAGNOSIS OF TONSILLITIS |
| 18 | GIVE TUBERCULIN PPD TEST |
| 19 | READ TUBERCULIN TEST REACTION |
| 20 | GIVE HISTOPLASMOSIS/COCCIDIDOMYCOSIS SKIN TEST |
| 21 | CHECK COLOR OF SKIN, E.G. CYANOSIS, BLANCHING, JAUNDICE, MOTTLING |
| 22 | CHECK TEXTURE OF SKIN, E.G. DRY, OILY, SCALY |
| 23 | CHECK TEMPERATURE OF SKIN |
| 24 | CHECK PATIENT FOR SWEATING/DIAPHORESIS |
| 25 | CHECK SKIN FOR AIR IN TISSUE (CREPITUS) |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03 OF RESPONSE BOOKLET
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|----|--|
| 26 | CHECK FOR EDEMA (SWELLING) OF EXTREMITIES, EYES |
| 27 | CHECK DEGREE OF PITTING EDEMA, I.E. 1ST-4TH DEGREE |
| 28 | EXAMINE AND DESCRIBE CHARACTERISTICS OF HIVES, RASHES |
| 29 | EXAMINE FOR SYMPTOMS OF EXTERNAL FUNGAL INFECTIONS, E.G. RINGWORM |
| 30 | EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS, LEACHES |
| 31 | EXAMINE ANIMAL OR HUMAN BITES |
| 32 | EXAMINE FOR SYMPTOMS OF SNAKE BITES |
| 33 | CHECK SKIN FOR ABNORMAL CONDITIONS, E.G. PRESSURE SORES, BRUISES, NEEDLE MARKS |
| 34 | OBSERVE FOR/REPORT SYMPTOMS OF CELLULITIS |
| 35 | EXAMINE AND DESCRIBE BURNS, I. E. SOURCE, AREA, DEGREE |
| 36 | MAKE PRELIMINARY DIAGNOSIS OF FUNGAL SKIN INFECTION |
| 37 | POINT OUT POSSIBLE ABNORMALITIES ON X-RAY FILM TO DOCTOR |
| 38 | MAKE ENTRIES ON NAVMED 6710/1 (NARCOTIC AND CONTROLLED DRUG ACCOUNT RECORD) |
| 39 | PREPARE STORAGE FOR SUPPLY OF NARCOTICS/CONTROLLED DRUGS |
| 40 | ORDER NARCOTICS AND CONTROLLED DRUGS FROM THE PHARMACY |
| 41 | ORDER STOCK MEDICATIONS FROM PHARMACY |
| 42 | ORDER DRUGS LISTED IN FEDERAL SUPPLY CATALOGUE |
| 43 | MAKE LOCAL OPEN PURCHASES OF PHARMACEUTICALS |
| 44 | POUR/DRAW UP NARCOTICS AND CONTROLLED DRUGS |
| 45 | POUR/DRAW UP MEDICATIONS OTHER THAN NARCOTICS AND CONTROLLED DRUGS |
| 46 | MAKE ENTRIES INTO CONTROLLED DRUG/ALCOHOL LOG |
| 47 | ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS |
| 48 | ANSWER INQUIRIES REGARDING DRUG REACTION |
| 49 | DISPOSE OF MEDICATIONS PREPARED BUT NOT ADMINISTERED |
| 50 | DISPOSE OF/RETURN MEDICATIONS/DRUGS WHOSE SHELF-LIFE HAS EXPIRED |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04 OF RESPONSE BOOKLET
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|----|---|
| 1 | DETERMINE WHETHER TO DESTROY OR TO RETURN PHARMACEUTICALS TO MANUFACTURER |
| 2 | DISPOSE/REPACK UNCLAIMED MEDICATIONS/DRUGS |
| 3 | DETERMINE NEED FOR EMERGENCY EQUIPMENT/MEDICATION FOR POSSIBLE PATIENT USE |
| 4 | DETERMINE MEDICATIONS AND SUPPLIES FOR DRUG KITS |
| 5 | SAFEGUARD POISONS |
| 6 | CHECK/COUNT NARCOTICS/CONTROLLED DRUGS |
| 7 | DO AN INVENTORY OF DRUGS OTHER THAN NARCOTICS AND CONTROLLED DRUGS |
| 8 | CLASSIFY AND STORE DRUGS |
| 9 | ROTATE PHARMACEUTICAL STOCKS TO INSURE FRESHNESS AND POTENCY |
| 10 | CHECK DRUGS FOR SUPPLY NEEDS |
| 11 | CHECK DRUGS FOR VISIBLE CONTAMINATION/DETERIORATION, E.G. CLOUDINESS, COLOR CHANGE |
| 12 | DETERMINE EXPIRATION DATE OF LOCALLY COMPOUNDED PHARMACEUTICALS |
| 13 | NEGOTIATE WITH CIVILIAN SUPPLIERS REGARDING NEW DRUGS |
| 14 | NEGOTIATE WITH PHARMACEUTICAL COMPANY REPRESENTATIVES FOR FREE INTRODUCTORY SAMPLES |
| 15 | READ/USE PHARMACEUTICAL MANUALS, FORMULARY, PDR |
| 16 | CONVERT MEDICATION DOSAGE FROM CC TO MINIMS, GRAINS TO GRAM |
| 17 | CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER, E.G. CC TO TSP, LBS TO KG |
| 18 | CONVERT SOLUTION CONCENTRATIONS FROM GM/MG % TO MEQ/L AND VICE VERSA |
| 19 | CONVERT PRESCRIBED DOSE INTO UNITS OF ADMINISTRATION, E.G. NUMBER OF CC, TABLETS |
| 20 | DILUTE OR MIX POWDERED MEDICATIONS |
| 21 | MAKE DILUTIONS OF MEDICINALS |
| 22 | PREPARE LOCAL ANESTHETIC SOLUTIONS FOR USE |
| 23 | PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER |
| 24 | ADD MEDICATION TO AND LABEL I.V. SOLUTIONS |
| 25 | DETERMINE COMPATIBILITIES OF I.V. SOLUTIONS AND ADDITIVES |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04 OF RESPONSE BOOKLET
26	STOCK ANESTHETIC CART
27	ISSUE FILLED PRESCRIPTIONS
28	ISSUE NON-PRESCRIPTION MEDICATIONS E.G. ASPIRIN
29	DETERMINE SIMILARITIES BETWEEN PHARMACEUTICAL TRADE NAMES AND GENERIC NAMES
30	CHECK PRESCRIBED MEDICATIONS FOR INCOMPATIBILITIES OF ADMINISTRATION OR MIXING
31	CHECK ORDERED MEDICATIONS FOR OVER DOSAGE AND CONTRAINDICATIONS
32	NOTIFY DOCTOR OF ERRORS IN MEDICATION ORDERS
33	CALCULATE RATE OF I.V. FLOW, E.G. DROPS PER MINUTE
34	LABEL MEDICINE GLASSES WITH NAME AND AMOUNT OF DRUG FOR STERILE FIELD
35	ADMINISTER ORAL MEDICATION
36	ADMINISTER SUBLINGUAL/BUCCAL MEDICATION
37	APPLY TOPICAL SKIN/LIP MEDICATION, E.G. OINTMENT, POWDER
38	APPLY TOPICAL MEDICATION TO MUCOSAL TISSUE, E.G. ORAL, EYE, STOMA
39	APPLY TOPICAL ANESTHESIA
40	ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA
41	ADMINISTER MEDICATION BY SUBCUTANEOUS INJECTION
42	ADMINISTER INTRADERMAL INJECTION
43	ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION
44	ADMINISTER MEDICATION TO EYE/EAR/NOSE
45	ADMINISTER CONTROLLED DRUGS
46	ADMINISTER NARCOTICS
47	START/HANG BLOOD TRANSFUSION
48	REGULATE BLOOD TRANSFUSION FLOW
49	ADMINISTER BLOOD EXPANDER OTHER THAN BLOOD, E.G. PLASMA, ALBUMIN
50	ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05 OF RESPONSE BOOKLET
1	INSTILL MEDICATION INTO TUBE, MACHINE, E.G. TRACH TUBE, CATHETERS, I.P.P.B. MACHINE
2	ADMINISTER I.V. MEDICATION VIA SOLUSET, PIGGY BACK, OR I.V. BOTTLE
3	ADMINISTER MEDICATION BY INJECTION INTO IV TUBING
4	ADMINISTER I.V. DOSE OF NON RADIOACTIVE TEST MATERIAL, E.G. BSP DYE, RADIOPAQUE DYE
5	ADD/CHANGE I.V. BOTTLE DURING CONTINUOUS INFUSION
6	IRRIGATE I.V. TUBING
7	MONITOR/REGULATE INTRAVENOUS SOLUTION FLOW RATE
8	REGULATE I.V. FLOW/DRIP ACCORDING TO CHANGES IN VITAL SIGNS, MONITOR READINGS, URINARY OUTPUT
9	DISCONTINUE I.V. THERAPY
10	ADMINISTER INNOCULATIONS AND VACCINATIONS
11	TERMINATE INTRAVENOUS DYE FLOW AND REMOVE INJECTOR
12	PRESCRIBE LOZENGES, THROAT GARGLES, EXPECTORANTS
13	CHECK DRESSINGS, E.G. FOR CLEANLINESS
14	APPLY/CHANGE STERILE DRESSINGS
15	REINFORCE DRESSINGS, I.E. ADD DRESSINGS
16	APPLY WET COMPRESSES/SOAKS/PACKS
17	APPLY/CHANGE BANDAGES, E.G. ROLLER, TRIANGULAR, KURLEX
18	GIVE ICE PACK TREATMENT
19	INCISE AND DRAIN SUPERFICIAL ABSCESS
20	START I.V. THERAPY VIA MEDICUT (ANGIOCATH, JELCO)
21	START I.V. THERAPY VIA NEEDLE/SCALP VEIN/BUTTERFLY
22	GIVE PHISOHEX/BETADINE SCRUB TO PATIENTS
23	SHAVE AND SCRUB PATIENT FOR SURGERY OR DELIVERY OR TREATMENT OR EXAMINATION
24	PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO INCISION/ SUTURING/TREATMENT OR EXAMINATION
25	GROUND PATIENT, E.G. FOR ELECTRICAL CAUTERIZATION, DEFIBRILLATION, EKG

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 05 OF RESPONSE BOOKLET
26	POSITION/HOLD RETRACTORS TO MAINTAIN OPEN INCISION
27	REMOVE FLUID FROM SURGICAL SITE WITH SPONGES OR SUCTION
28	PREPARE AND POSITION PROSTHESIS/GRAFT TISSUE DURING SURGICAL PROCEDURE
29	REMOVE SUTURES
30	CUT SUTURES AT SURGICAL SITE
31	TIE SUTURES/LIGATURES FOR HEMOSTASIS
32	SUTURE SKIN
33	SUTURE FASCIA
34	SUTURE MUSCLE
35	SUTURE INTERCOSTAL TISSUE
36	SUTURE SUBCUTANEOUS TISSUE
37	SUTURE MUCOSAL TISSUE
38	SUTURE FACIAL LACERATIONS
39	CUT TISSUE AS DIRECTED BY SURGEON
40	MAKE INCISION FOR MINOR SURGERY
41	FIRST ASSIST DURING MAJOR SURGERY
42	PERFORM SECONDARY CLOSURE OF WOUND, E.G. DEBRIDE, INSERT DRAIN, SUTURE
43	GIVE PASSIVE STRETCH AGAINST CONTRACTURE
44	CLAMP BLOOD VESSELS
45	CONTROL MINOR BLEEDING, E.G. AFTER EXTRACTION OR INCISION
46	CONTROL BLEEDING BY APPLYING TOURNIQUETS
47	CONTROL BLEEDING BY APPLYING DIGITAL PRESSURE ON BLOOD VESSEL
48	CAUTERIZE BLEEDERS WITH ELECTRIC CAUTERY (BOVIE)
49	CONTROL BLEEDING BY PRESSURE DRESSING
50	CAUTERIZE BLEEDERS WITH CHEMICAL, E.G. SILVER NITRATE STICK, POWDER

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06
OF RESPONSE BOOKLET

- 1 | CLEAN WOUND, CUT, ABRASION
- 2 | DEBRIDE WOUND/BURN
- 3 | PACK INCISION/WOUND/CAVITY
- 4 | INSERT DRAIN/WOUND CATHETER, E. G. PENROSE, RUBBER BAND
- 5 | IRRIGATE WOUND
- 6 | OBSERVE FOR/REPORT SYMPTOMS OF WOUND INFECTION
- 7 | CHECK/EXAMINE INCISIONS/WOUNDS FOR PROGRESS OF HEALING
- 8 | REMOVE SUPERFICIAL FOREIGN BODY FROM TISSUE
- 9 | OBTAIN EQUIPMENT, MEDICATIONS, INSTRUMENTS P.R.N. FOR PERSONNEL
| PERFORMING STERILE PROCEDURE
- 10 | OBTAIN PROSTHESIS FOR SURGICAL PROCEDURE, E.G. AORTIC GRAPH,
| PIN, PLATE, IMPLANT
- 11 | SET UP MAYO STAND WITH INSTRUMENTS
- 12 | SET UP SURGICAL BACK TABLE WITH STERILE INSTRUMENTS/EQUIPMENT
- 13 | SET UP SUTURE BOOK/TOWEL
- 14 | PREPARE SUTURE POLSTERS
- 15 | CLEAN AND REPOSITION INSTRUMENTS DURING SURGICAL PROCEDURE
- 16 | ADJUST SURGICAL INSTRUMENTS/EQUIPMENT DURING SURGICAL PROCEDURE
- 17 | ADJUST SURGICAL SPOT LIGHT
- 18 | FLASH STERILIZE INSTRUMENTS
- 19 | COUNT NEEDLES/INSTRUMENTS PRE/POST SURGERY
- 20 | COUNT SPONGES DURING/AFTER SURGICAL PROCEDURE
- 21 | COLLECT, COUNT AND LAYOUT USED SPONGES FOR CALCULATING BLOOD
| LOSS AND FOR SPONGE COUNT
- 22 | WEIGH USED SPONGES FOR CALCULATING BLOOD LOSS
- 23 | PASS STERILE DRAPES TO SURGEON
- 24 | PASS INSTRUMENTS TO PHYSICIAN
- 25 | PASS STERILE MATERIALS, EQUIPMENT, MEDICATION, TO PERSONNEL
| PERFORMING STERILE PROCEDURE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06 OF RESPONSE BOOKLET
26	PASS STERILE ACCESSORIES, EQUIPMENT, E.G. TUBING, CORD TO CIRCULATOR FOR CONNECTION
27	PASS CONTAMINATED MATERIAL TO CIRCULATOR
28	PASS SPECIMEN TO CIRCULATOR
29	MAINTAIN DRY STERILE FIELD DURING SURGERY
30	SCRUB FOR SURGERY/STERILE PROCEDURE
31	GOWN FOR STERILE PROCEDURE
32	GLOVE FOR STERILE PROCEDURE
33	REPORT BREAK IN STERILE TECHNIQUE TO PERSONNEL
34	GOWN AND GLOVE PERSONNEL FOR STERILE PROCEDURE
35	TIE UP SURGICAL GOWN FOR SCRUBBED PERSONNEL
36	REMOVE CONTAMINATED GLOVES FROM SURGICAL TEAM
37	SUPPLY PHYSICAL COMFORT TO SURGICAL TEAM, E.G. WIPE BROW, RUB BACK
38	HOLD VIALS/AMPULES OF DRUGS FOR USE AND DRUG VERIFICATION DURING STERILE PROCEDURE
39	POUR STERILE SOLUTION, E.G. STERILE WATER, SALINE
40	INCISION AND DRAINAGE SCRUB
41	INCISION AND DRAINAGE CIRCULATE
42	SKIN GRAFTS SCRUB
43	SKIN GRAFTS CIRCULATE
44	HOMO GRAFTS SCRUB
45	HOMO GRAFTS CIRCULATE
46	SCAR REVISIONS SCRUB
47	SCAR REVISIONS CIRCULATE
48	DERMABRASION SCRUB
49	DERMABRASION CIRCULATE
50	REPAIR OF CLEFT LIP SCRUB

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07
OF RESPONSE BOOKLET

1	REPAIR OF CLEFT LIP	CIRCULATE
2	REPAIR OF CLEFT PALATE	SCRUB
3	REPAIR OF CLEFT PALATE	CIRCULATE
4	REPAIR OF STRABISMUS	CIRCULATE
5	REPAIR OF ORBITAL FRACTURE, E.G. RIM	SCRUB
6	REPAIR OF ORBITAL FRACTURE, E.G. RIM	CIRCULATE
7	REPAIR OF BLOW OUT FRACTURE OF EYE ORBIT	SCRUB
8	REPAIR OF BLOW OUT FRACTURE OF EYE ORBIT	CIRCULATE
9	TONSILLECTOMY/ADENOIDECTOMY	SCRUB
10	TONSILLECTOMY/ADENOIDECTOMY	CIRCULATE
11	LARYNGECTOMY	SCRUB
12	LARYNGECTOMY	CIRCULATE
13	MASTOIDECTOMY	SCRUB
14	MASTOIDECTOMY	CIRCULATE
15	TRACHEOTOMY, TRACHEOSTOMY	SCRUB
16	TRACHEOTOMY, TRACHEOSTOMY	CIRCULATE
17	RADICAL NECK RESECTION	SCRUB
18	RADICAL NECK RESECTION	CIRCULATE
19	SUBMUCOUS RESECTION	SCRUB
20	SUBMUCOUS RESECTION	CIRCULATE
21	NASAL POLYPECTOMY	SCRUB
22	NASAL POLYPECTOMY	CIRCULATE
23	STAPEDECTOMY	SCRUB
24	STAPEDECTOMY	CIRCULATE
25	STAPES TYMPANOPLASTY	SCRUB

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07
OF RESPONSE BOOKLET

26	STAPES TYMPANOPLASTY	CIRCULATE
27	STAPES MOBILIZATION	SCRUB
28	STAPES MOBILIZATION	CIRCULATE
29	DESTRUCTIVE LABYRINTHOTOMY	SCRUB
30	DESTRUCTIVE LABYRINTHOTOMY	CIRCULATE
31	OTOPLASTY	SCRUB
32	OTOPLASTY	CIRCULATE
33	MYRINGOPLASTY	SCRUB
34	MYRINGOPLASTY	CIRCULATE
35	OPEN REDUCTION OF NASAL FRACTURE	SCRUB
36	OPEN REDUCTION OF NASAL FRACTURE	CIRCULATE
37	REPAIR OF FRACTURED LARYNX	SCRUB
38	REPAIR OF FRACTURED LARYNX	CIRCULATE
39	RHINOPLASTY	SCRUB
40	RHINOPLASTY	CIRCULATE
41	CALDWELL LUC	SCRUB
42	CALDWELL LUC	CIRCULATE
43	FRONTAL SINUS TREPHINE	CIRCULATE
44	AUTO GRAFT/HOMO GRAFT MANDIBLE	SCRUB
45	AUTO GRAFT/HOMO GRAFT MANDIBLE	CIRCULATE
46	COMMANDO PROCEDURE	SCRUB
47	COMMANDO PROCEDURE	CIRCULATE
48	MYRINGOTOMY	SCRUB
49	MYRINGOTOMY	CIRCULATE
50	SEPTOPLASTY	SCRUB

TURN PAGE

LEFT PAGE OF DTD (HOSP CORPS) TASK BOOKLET

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE OF
OF RESPONSE BOOKLET

1	SEPTOPLASTY	CIRCULATE
2	PAROTIDECTOMY	SCRUB
3	PAROTIDECTOMY	CIRCULATE
4	FACIAL NERVE DECOMPRESSION	SCRUB
5	FACIAL NERVE DECOMPRESSION	CIRCULATE
6	GLOSSECTOMY	SCRUB
7	GLOSSECTOMY	CIRCULATE
8	OPEN REDUCTION OF MANDIBLE	SCRUB
9	OPEN REDUCTION OF MANDIBLE	CIRCULATE
10	REMOVAL OF SALIVARY CALCULUS (STONE)	SCRUB
11	REMOVAL OF SALIVARY CALCULUS (STONE)	CIRCULATE
12	RANULA REPAIR	SCRUB
13	RANULA REPAIR	CIRCULATE
14	OPEN REDUCTION OF ZYGOMATIC ARCH	SCRUB
15	OPEN REDUCTION OF ZYGOMATIC ARCH	CIRCULATE
16	THYROIDECTOMY	SCRUB
17	THYROIDECTOMY	CIRCULATE
18	EXCISE POLYP	
19	EXCISE SEBACEOUS CYST/LIPOMA	
20	PERFORM WEDGE SECTION BIOPSY OF SKIN	
21	GIVE SPECIAL SKIN/DECUBITUS CARE, E.G. APPLY MEDICATION, DRESSINGS, IRRIGATE	
22	IRRIGATE ANTRAL SINUS	
23	INSERT ANTERIOR NASAL PACKING	
24	IRRIGATE EARS	
25	REMOVE SUPERFICIAL MATERIAL FROM EAR CANAL	

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 08 OF RESPONSE BOOKLET
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|----|---|
| 26 | REMOVE IMBEDDED FOREIGN BODY FROM EAR CANAL |
| 27 | IRRIGATE MOUTH/ORAL CAVITY |
| 28 | GIVE THROAT IRRIGATION/GARGLE |
| 29 | SUCTION NASAL/ORAL PASSAGE |
| 30 | SUCTION TRACHEA, I.E. DEEP ENDOTRACHEAL SUCTION |
| 31 | INTUBATE PATIENT'S TRACHEA/LARYNX |
| 32 | PERFORM TRACHEOTOMY/TRACHEOSTOMY |
| 33 | INSERT NEEDLE INTO TRACHEA TO MAINTAIN AIRWAY |
| 34 | INSERT N.G./LEVINE TUBE |
| 35 | INSERT ESOPHAGOSCOPE |
| 36 | GIVE TRACHEOTOMY CARE, E.G. REMOVE AND CLEAN INNER CANNULA, SUCTION, INFLATE/DEFLATE CUFF |
| 37 | CHANGE TRACHEOTOMY TUBE |
| 38 | REMOVE SUPERFICIAL FOREIGN BODY FROM THROAT |
| 39 | REMOVE EMBEDDED FOREIGN BODY FROM THROAT |
| 40 | ASK/INSTRUCT PATIENT TO COLLECT SPECIMEN |
| 41 | CHECK WITH PATIENT TO ENSURE THAT HE HAS COLLECTED SPECIMEN AS INSTRUCTED |
| 42 | COLLECT UNORDERED SPECIMENS FOR NURSE/DOCTOR TO EVALUATE |
| 43 | ASCERTAIN IF PATIENT HAS BEEN PREPPED FOR TEST/TREATMENT PROCEDURE |
| 44 | LABEL/ACCESSION SPECIMEN CONTAINERS, E.G. TUBES, SLIDES |
| 45 | ASSIST PATIENT IN COLLECTING CLEAN CATCH URINE |
| 46 | PREPARE, LABEL AND SEND CULTURE SPECIMENS TO LABORATORY |
| 47 | PREPARE, LABEL AND SEND BIOPSY SPECIMENS TO LABORATORY |
| 48 | PREPARE, LABEL AND SEND ROUTINE SPECIMENS E.G. URINE, BLOOD TO LABORATORY |
| 49 | PREPARE/PRESERVE ROUTINE (NON-TISSUE) LAB SPECIMEN FOR SHIPMENT |
| 50 | TAKE NASAL/EAR/THROAT SPECIMEN BY STERILE SWAB |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09 OF RESPONSE BOOKLET
1	COLLECT THROAT/NOSE/EAR CAVITY SECRETIONS/SPECIMEN BY SUCTION TRAP
2	COLLECT BLOOD BY VENIPUNCTURE
3	COLLECT CAPILLARY BLOOD SAMPLE, I.E. FROM FINGER TIP, TOE OR EAR LOBE
4	COLLECT URINE SPECIMEN FROM INFANTS
5	TAKE WOUND SPECIMEN FROM PATIENT
6	CHECK BLOOD HEMATOCRIT
7	MEASURE/DILUTE/PRESERVE LAB SPECIMEN E.G. URINE, BLOOD FOR SUBSEQUENT TESTING
8	CHECK SPECIFIC GRAVITY OF URINE
9	CHECK URINE PH BY PAPER STRIP/DIP STIK
10	CHECK URINE SUGAR BY DIP STIK/CLINITEST
11	CHECK URINE PROTEIN BY DIP STIK
12	CHECK URINE FOR ACETONE/KETONE BODIES
13	PREPARE SMEARS FOR MICROSCOPIC ANALYSIS
14	SET UP AND MAINTAIN STAINING PROCEDURE
15	CONVERT CENTIGRADE TEMPERATURE TO FAHRENHEIT OR VICE VERSA
16	READ EQUIPMENT MANUALS FOR OPERATION AND MAINTENANCE OF EQUIPMENT
17	INITIATE TREATMENT PROCEDURES IN THE ABSENCE OF A DOCTOR
18	RECOMMEND NEED FOR PARAMEDICAL CONSULT OR REFERRAL, E.G. SOCIAL WORKER, O.T., P.T.
19	RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
20	FOLLOW UP PATIENT TO DETERMINE IF NEEDED SERVICES WERE OBTAINED
21	DETERMINE NEED TO NOTIFY DOCTOR/NURSE OF PATIENT'S CONDITION
22	REFER PATIENT TO DOCTOR FOR TREATMENT
23	REFER PATIENT TO NURSE FOR TREATMENT
24	INFORM DOCTOR/NURSE OF PATIENT'S CONDITION, E.G. DESCRIPTION OF INJURY, SYMPTOMS, RESPONSE
25	INFORM DOCTOR OF UNEXPECTED X-RAY FINDINGS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 09 OF RESPONSE BOOKLET
26	GIVE/RECEIVE VERBAL REPORTS ABOUT PATIENT
27	CARRY OUT DOCTOR'S VERBAL ORDERS
28	CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE
29	REVIEW DOCTOR'S ORDERS AND INSTRUCTIONS WITH DOCTOR
30	OBTAIN CLARIFICATION OF CONFLICTING DOCTOR'S ORDERS
31	ENSURE THAT DOCTOR'S ORDERS ARE CARRIED OUT
32	MAKE SUGGESTION REGARDING PATIENT CARE, E.G. NEED OF MEDICATION, TREATMENT
33	MODIFY/CHANGE PATIENT TREATMENT PLAN
34	MAKE SUGGESTION REGARDING NEED FOR DIAGNOSTIC TESTS
35	INITIATE AND ORDER DIAGNOSTIC TEST
36	REVIEW TEST/EXAMINATION/CONSULTATION REPORTS FOR ABNORMAL (POSITIVE) FINDINGS
37	PLAN/MODIFY DIAGNOSTIC PROCEDURES ACCORDING TO PATIENT'S RESPONSE/NEED
38	ARRANGE FURNITURE/SET UP EQUIPMENT/SUPPLIES FOR PROCEDURE, E.G. EXAM, TREATMENT
39	CONFER WITH CORPSMAN TO DISCUSS PATIENT TREATMENT/PROGRESS/ PROBLEM
40	CONDUCT TEAM/WARD CONFERENCE (CLASS) ON PROBLEM/PROGRESS OF INDIVIDUAL PATIENT
41	RECOMMEND PATIENT'S TRANSFER ACCORDING TO NEED/READINESS, E.G. FROM R.R., TO DELIVERY ROOM
42	GIVE TRANSFER REPORT TO WARD OR RECEIVING UNIT ON PATIENT'S CONDITION, TREATMENT AND CARE PLAN
43	NOTIFY MEDICAL PERSONNEL OF TREATMENT NEEDS FOR PATIENT
44	VERIFY/UPDATE PATIENT'S DIAGNOSIS IN RECORD/CARDEX
45	VERIFY COMPLETENESS OF DOCTOR'S ORDERS, E.G. FOR ALL ROUTINE ADMISSION OR PRE-OP ORDERS
46	VERIFY THAT DOCTOR'S ORDERS ARE UP-TO-DATE, E.G. TREATMENT, MEDICATION, DIET
47	MAKE ENTRIES ON DOCTOR'S PROGRESS NOTES
48	WRITE NURSING NOTES
49	WRITE ORDERS IN PATIENT'S CHART FOR DOCTOR'S COUNTERSIGNATURE
50	DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10 OF RESPONSE BOOKLET
1	REVIEW PAST AND PRESENT MEDICAL/DENTAL HISTORY TO PLAN CARE
2	CLEAN/DISINFECT O.R. ROOM AFTER LAST CASE OF THE DAY
3	CLEAN/DISINFECT O.R. FLOORS/FURNITURE AFTER EACH CASE
4	SET UP O.R. ROOM FOR SEPTIC CASE
5	CLEAN/DISINFECT O.R. ROOM AFTER SEPTIC CASE
6	CHANGE LINENS, E.G. BED, EXAM TABLES, BEDSIDE CURTAIN
7	REVIEW AND EVALUATE ASEPTIC TECHNIQUES
8	REVIEW AND EVALUATE BACTERIAL DECONTAMINATION PROCEDURES
9	WRITE STANDARD INSTRUCTIONS FOR PATIENT CONCERNING EXAMINATIONS/THERAPY OR PROCEDURES
10	ESTABLISH SURGERY SCHEDULE
11	INSPECT FOR AVAILABILITY AND USE OF SAFETY EQUIPMENT IN HAZARDOUS AREAS
12	INSPECT FOR USE OF PROTECTIVE CLOTHING IN OCCUPATIONALLY HAZARDOUS AREAS
13	SPECIFY CLOTHING REQUIRED FOR PROTECTION FROM EQUIPMENT AND ENVIRONMENTAL HAZARDS
14	ENFORCE ACCIDENT PREVENTION MEASURES
15	CHECK COMPRESSED GAS TANKS FOR LEAK, E.G. OXYGEN
16	CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS
17	CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF FLOOR/AIR
18	CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF O.R. EQUIPMENT
19	DO PERIODIC MECHANICAL SAFETY CHECKS ON POWER OPERATED EQUIPMENT
20	CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
21	DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/EXPIRATION DATE
22	ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT
23	INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
24	INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/PILFERAGE
25	ESTABLISH SUPPLY USAGE RATE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10
OF RESPONSE BOOKLET

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| 26 | MAINTAIN STOCK OF STERILE SUPPLIES |
| 27 | MAINTAIN UNIT/WARD/SECTION FIRST AID AND EMERGENCY EQUIPMENT |
| 28 | MAINTAIN STOCK OF CHEMICAL SOLUTIONS |
| 29 | MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT |
| 30 | MAINTAIN STOCK OF EXCESS EQUIPMENT |
| 31 | STORE SUPPLIES |
| 32 | STORE INSTRUMENTS |
| 33 | UNPACK EQUIPMENT |
| 34 | MAKE UP STERILE TRAYS |
| 35 | MAKE SPECIAL SURGICAL SPONGES |
| 36 | COUNT SPONGES FOR O.R. PACKS |
| 37 | SELECT/SET UP STANDARD INSTRUMENT TRAYS FOR SCHEDULED SURGERY |
| 38 | SELECT/SET UP INSTRUMENTS FOR SPECIAL SURGICAL PROCEDURE |
| 39 | SELECT/SET UP INSTRUMENTS FOR SMALL PACKS |
| 40 | ASSEMBLE/SELECT NEEDLES FOR NEEDLE BOOK |
| 41 | PREPARE AND STERILIZE LINEN |
| 42 | PREPARE RUBBER GOODS FOR STERILIZATION |
| 43 | PREPARE SOLUTION BOTTLES FOR STERILIZATION AND STORAGE |
| 44 | PACKAGE (WRAP/DATE/LABEL) STERILE SUPPLIES |
| 45 | REPLENISH OPERATING ROOM WITH SUPPLIES |
| 46 | VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/
MATERIAL |
| 47 | VERIFY AND CO-SIGN INVENTORY |
| 48 | DO SUPPLY/EQUIPMENT INVENTORY |
| 49 | ROTATE INVENTORY |
| 50 | WASH GLASSWARE/INSTRUMENTS |

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11
OF RESPONSE BOOKLET

- 1 MAINTAIN/ACCOUNT FOR BULK ALCOHOL
- 2 PREPARE NORMAL SALINE SOLUTION
- 3 PREPARE DISTILLED WATER
- 4 PREPARE TISSUE BOTTLES
- 5 DISINFECT INSTRUMENTS/MATERIALS/EQUIPMENT
- 6 DETERMINE METHOD OF STERILIZATION FOR INSTRUMENTS/EQUIPMENT
- 7 DETERMINE/SELECT AGENTS/PROCESSES FOR EQUIPMENT/INSTRUMENT STERILIZATION
- 8 STERILIZE NEEDLES
- 9 TEST AUTOCLAVE EFFECTIVENESS WITH CULTURE STRIPS
- 10 BREAK DOWN SURGICAL INSTRUMENTS FOR POST OPERATIVE CLEANING
- 11 FILE COMPLETED/RETURNED CHITS/REPORTS IN PATIENT RECORD
- 12 LOG X-RAY NUMBERS OR IDENTIFICATION ON TO RECORDS
- 13 PREPARE X-RAY REPORTS FOR PHYSICIAN TO COMPLETE
- 14 ASSEMBLE PATIENT RECORDS FOR REVIEW BY DOCTOR
- 15 LOG STD 519-A RADIOGRAPHIC REPORT
- 16 PREPARE RADIOGRAPHS FOR VIEWING BY DOCTOR
- 17 CHECK CONSULTATION REQUESTS TO INSURE THE CORRECT STUDY IS TO BE CARRIED OUT
- 18 INFORM DOCTOR OF ANY CONTRAINDICATIONS TO STUDY
- 19 REVIEW AND FOLLOW THROUGH ON COMPLETED CONSULT REPORTS
- 20 SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
- 21 ASSEMBLE CHART, REQUISITIONS FOR PHYSICAL EXAMINATION
- 22 MAINTAIN DAILY RECORDS ON PATIENT PROCEDURES/EXAMINATIONS PERFORMED
- 23 ASSIGN WORK TO PATIENTS
- 24 ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL
- 25 ARRANGE FOR SPECIAL OR LATE MEALS FOR PATIENTS/VISITOR/STAFF

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11 OF RESPONSE BOOKLET
26	MAINTAIN PATIENT REGISTER
27	PREPARE REPORT/FEEDER REPORT ON NUMBERS OF INPATIENT/OUTPATIENT SERVICES PERFORMED
28	PICK UP PATIENTS DOCUMENTS FROM FILE
29	OBTAIN CONSENTS FOR PROCEDURES/AUTOPSY
30	ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE
31	ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
32	ARRANGE FOR BRIEFINGS
33	CALCULATE LAB/DIAGNOSTIC TEST RESULTS
34	COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
35	LOG CHANGES/DELETIONS OF OPERATING PROCEDURES ON SLATE IN OPERATING ROOM
36	MAINTAIN TECHNIQUE CHARTS
37	MAINTAIN CARDEX FILE/SYSTEM
38	MAINTAIN DUTY/CALL/EMERGENCY RECALL ROSTER
39	MAINTAIN A SET OF REFERENCE BOOKS/MANUALS/PUBLICATIONS
40	ESTABLISH/MAINTAIN SUTURE/INSTRUMENT TRAY CARDS
41	MAINTAIN CALL LIST TO FILL BROKEN/CANCELLED APPOINTMENTS
42	MAINTAIN ATTENDANCE RECORDS
43	PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, EEG
44	PREPARE PAPERWORK FOR RETURN OF DAMAGED MATERIALS/SUPPLIES/ EQUIPMENT
45	PREPARE WORK ORDERS/WORK REQUESTS
46	RELIEVE OTHERS FOR LUNCH/COFFEE BREAKS
47	CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/ REPORTS/RECORDS
48	ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
49	PREPARE REQUEST FORM FOR PHOTOGRAPHIC/PRINTING SERVICES
50	ARRANGE FOR/FOLLOW UP COMPLETION OF CLINICAL LABORATORY TEST

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12 OF RESPONSE BOOKLET
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|----|---|
| 1 | MAINTAIN INSTRUMENT CALIBRATION FILES |
| 2 | MAINTAIN LOG OF QUALITY CONTROL PROCEDURES |
| 3 | CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS |
| 4 | RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES |
| 5 | LOG RUNNING EXPENSES/EXPENDITURE OF MONIES |
| 6 | LOG PLANT PROPERTY IDENTIFICATION NUMBER AND CONDITION |
| 7 | LOG LOCAL PURCHASE INFORMATION |
| 8 | MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST ACCOUNTING |
| 9 | MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES |
| 10 | PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT |
| 11 | REQUISITION TRAINING AIDS FROM OTHER HOSPITALS/CLINICS OR CIVILIAN/GOVERNMENT HEALTH FACILITIES |
| 12 | LOG SPECIMENS RECEIVED |
| 13 | LOG IN PATIENTS TO CLINIC/DEPARTMENT/SICK CALL |
| 14 | DETERMINE ADEQUACY OF STERILIZATION PROCEDURES |
| 15 | DEVELOP IMPROVED WORK METHODS AND PROCEDURES |
| 16 | ASSESS COMPLETENESS OF LABORATORY REPORTS |
| 17 | DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES |
| 18 | DETERMINE IF REPAIR IS WITHIN UNIT CAPABILITIES |
| 19 | RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER DATA FROM DIFFERENT SOURCES |
| 20 | SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT |
| 21 | ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED |
| 22 | CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES |
| 23 | CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES |
| 24 | COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS |
| 25 | COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/ MAINTENANCE |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12 OF RESPONSE BOOKLET
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| 26 | NEGOTIATE WITH VENDORS, F.G. COST, DELIVERY SCHEDULE |
| 27 | SCHEDULE LECTURES |
| 28 | DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS |
| 29 | SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G. PATIENTS, CASE STUDIES |
| 30 | EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS |
| 31 | CONDUCT SEMINARS |
| 32 | PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING |
| 33 | TEACH FORMAL CLASSES |
| 34 | ADMINISTER EXAMINATIONS |
| 35 | COMPUTE TEST GRADES |
| 36 | DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT |
| 37 | SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE |
| 38 | EVALUATE STUDENTS PERFORMANCE/PROGRESS |
| 39 | COORDINATE WITH SUPERVISORS/INSTRUCTORS ON STUDENT TRAINING |
| 40 | OPERATE/CONTROL EQUIPMENT FOR EXPERIMENTAL TESTS |

Part II B

LIST OF INSTRUMENTS AND EQUIPMENT

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- 1 STETHOSCOPE
- 2 ELECTRIC THERMOMETER, E.G. IVAC, K-PROBE
- 3 THERMOMETER, CLINICAL
- 4 DRESSINGS (TRAY, CART, DRAWER)
- 5 FIRST AID KIT
- 6 EMERGENCY DRUG SUPPLY (KIT, BOX, DRAWER)
- 7 AMBU BAG (HOPE BAG)
- 8 RESPIRATOR BIRD
- 9 INHALATOR-ASPIRATOR (RESUSCITATOR)
- 10 GURNEY CARTS
- 11 WHEEL CHAIR
- 12 ENDOTRACHEAL TUBE
- 13 TRACHEOTOMY DILATOR
- 14 TRACH TUBES, PLASTIC WITH CUFF (PORTEX)
- 15 TRAY, TRACHEOTOMY
- 16 TRACHEOTOMY CARE TRAY
- 17 TRAY, ENDOTRACHEAL
- 18 IRRIGATION KIT
- 19 TRAY, IRRIGATION EAR
- 20 TRAY, INCISION DRAINAGE
- 21 SET, MINOR SURGICAL
- 22 VACUTAINER BLOOD COLLECTING SYSTEM
- 23 SYRINGE/NEEDLES
- 24 PARACENTESIS TRAY
- 25 DERMATOME

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13 OF RESPONSE BOOKLET
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26	OPHTHALMOSCOPE
27	LIGHT INTENSITY METER
28	AUDIOMETER, MANUAL
29	AUDIOMETER, AUTOMATIC
30	LARYNGOSCOPE/ACCESSORIES
31	MIRROR LARYNGEAL
32	SALIVARY DUCT DILATOR
33	FACIAL NERVE STIMULATOR, E.G., HELGER
34	POST NASAL BALLOON, E.G., FOX
35	MICROLARYNGEAL INSTRUMENTS
36	ANTRAL PUNCTURE TRAY
37	OTOSCOPE
38	SPECULUM, EAR
39	SPECULUM, NASAL
40	NASAL BLEEDER TRAY
41	SINUS WASHING SET
42	T & A BLEEDER TRAY
43	NASAL FRACTURE SET
44	NOSE PREP SET
45	EAR PREP SET
46	ELECTRONYSTAGNOGRAPH MACHINE
47	FIBEROPTIC ENDOSCOPY EQUIPMENT
48	FOROBLIQUE PAN-ENDOSCOPE
49	OBSERVATION AND OPERATING TELESCOPE
50	SUCTION MACHINE, WAGENSTEIN

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14 OF RESPONSE BOOKLET
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| 1 | EMERSON SUCTION MACHINE |
| 2 | SUCTION MACHINE, WALL UNIT |
| 3 | TRAY, ANAESTHETIC, LOCAL |
| 4 | TRAY, ANAESTHETIC PREPARATION |
| 5 | TRAY, ANAESTHETIC REGIONAL |
| 6 | SURGICAL INSTRUMENT SHARPENER, ELECTRIC |
| 7 | INSTRUMENT TRAY, MAJOR SURGERY |
| 8 | INSTRUMENT TRAY, MINOR SURGERY |
| 9 | INSTRUMENT TRAY, EMERGENCY TRACH SET |
| 10 | INSTRUMENT TRAY, RADICAL NECK SURGERY |
| 11 | INSTRUMENT TRAY, MIDDLE EAR SET |
| 12 | INSTRUMENT TRAY, SUBMUCOUS RESECTION |
| 13 | INSTRUMENT TRAY, ADULT TONSILLECTOMY |
| 14 | INSTRUMENT TRAY, TONSILLECTOMY/ADENOIDECTOMY |
| 15 | INSTRUMENT TRAY, RHINOPLASTY |
| 16 | INSTRUMENT TRAY, MYRINGOTOMY |
| 17 | INSTRUMENT TRAY, MASTOID |
| 18 | CAUTERY APPARATUS |
| 19 | OPERATING MICROSCOPE, E.G. ZEISS, DIPLOSCOPE |
| 20 | TRAY, OPERATING ROOM PREP |
| 21 | DRILL, MICRO SHEA |
| 22 | DRILL, JORDAN DAY |
| 23 | DRILL, AIR STRYKER |
| 24 | DRILL, BURR HOLES |
| 25 | SURGICAL NEEDLE DRIVER |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14 OF RESPONSE BOOKLET
26	MILLIMETERS PUNCHES FOR BIOPSY
27	TRAY, SKIN BIOPSY
28	TRAY, MUSCLE BIOPSY
29	DEPILATORY, E.G. SURGEX
30	SPONGES, SURGICAL (RADIOPAQUE)
31	FIBEROPTIC RETRACTORS
32	FORCEPS, HEMOSTATIC
33	GOITER FORCEPS
34	IRIS FORCEPS
35	DISTILLING APPARATUS, WATER
36	SUCTION/VACUUM PUMP
37	OXYGEN CYLINDER/TANK, PORTABLE
38	COMPRESSED GAS TANKS/CYLINDERS (OTHER THAN OXYGEN)
39	INSTRUMENT WASHER-STERILIZER
40	NEEDLE WASHER
41	AUTOClave, DRY HEAT
42	AUTOClave, GAS
43	AUTOClave, STEAM
44	PHOTO COPIER, E.G. ZEREX
45	TYPEWRITER
46	LAMP ALCOHOL
47	MOVIE PROJECTOR/ACCESSORIES
48	ILLUMINATOR, X-RAY FILM

END

DATE
FILMED

7-80

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